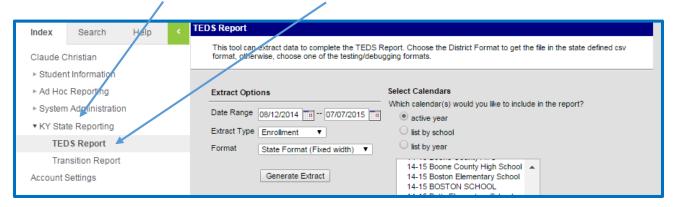
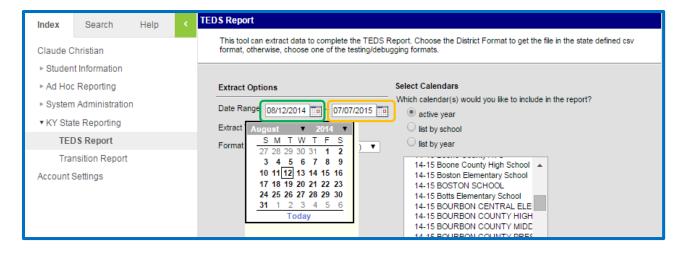
How to Create an Export File in Infinite Campus

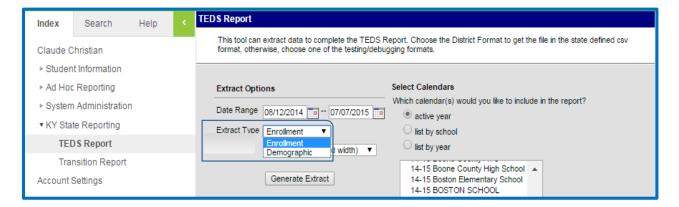
Step 1. Click on "KY State Reporting" then select TEDS Report



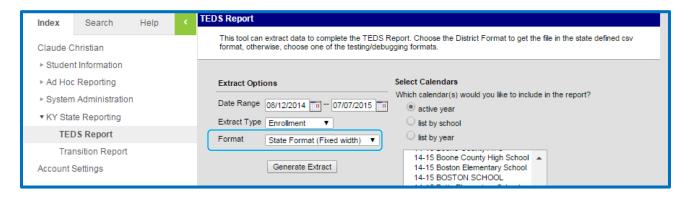
- **Step 2. Set Date Range** Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.
 - Enter Start Date as July 1 of the current school year (e.g., 07/01/2015).
 - Enter End Date as June 30 of the current school year (e.g., 06/30/2016)



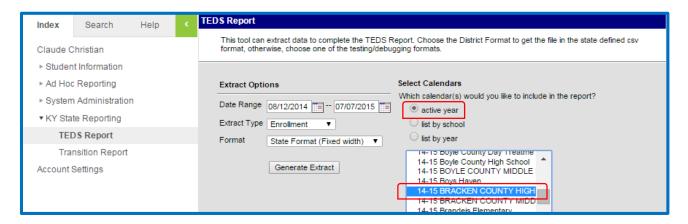
Step 3. Set Extract Type - You will need to do one for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.



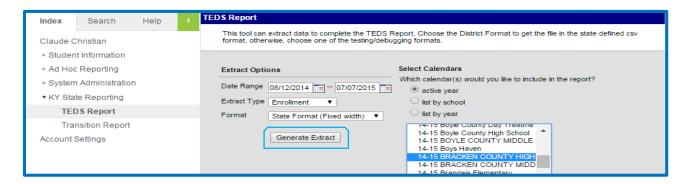
Step 4. Set Format – Format should default to State Format (fixed width), but if not set the format to State Format (fixed width)



Step 5. Select Calendar and School – Defaults to "active year". Select the correct calendar and school.



Step 6. Click "Generate Extract" to create the document in Notepad



- Step 7. Once the file has been created, click File > Save As and save the **ENROLLMENT** document as "schoolyearTEDSe" (e.g., "1415TEDSe.txt"). The "e" at the end identifies the file as enrollment.
- **Step 8.** For **DEMOGRAPHIC** report, repeat steps, changing Extract Type (Step 3) to DEMOGRAPHIC.
- **Step 9.** Once the file has been created, click File > Save As and save the **DEMOGRAPHIC** document as "schoolyearTEDS d" (e.g., "1415TEDSd.txt"). The "d" at the end identifies the file as demographic.